

# Douglas County Road Name Change Application

All planned roads and private easements / roads providing access to 2 or more properties must be named. All road names must conform to the Douglas County Addressing and Road Naming Ordinance. Completed forms may be delivered to the Planning Division Customer Service desk, or faxed to 782-9007.



**Required Information:** This information form must be fully completed and accompanied by a map showing the extents of the road being changed and the effected properties highlighted. On the Road Name Change Canvass Form, (attached) a signature from each effected property owner / tenant, and their agreement or disagreement to the road name change is required.

A \$550.00 application fee is due and payable at the time of application. If the County must produce the map in order to adequately complete the road naming application process, the applicant will be responsible for the costs associated with the map production. These fees are due payable prior to the approval of the road name.

In accordance with Title 20, Chapter 20.900, new road signs must be installed and can be obtained by ordering them from the Douglas County Roads Department. **Costs for new road signs are the responsibility of the applicant.** The new road name must comply with the Douglas County Addressing and Street Naming Ordinance. It is best to reserve a road name prior to completing this application (use Douglas County Road Name Reservation Application). If any address changes result from the road name change, a Douglas County Address Correction Notification form must be filed for each property affected.

<b>Applicant Name:</b> _____	<b>Date:</b> _____
<b>Address:</b> _____	
<b>Phone:</b> (home)_____	(work)_____
(cell)_____	(fax)_____

<b>Current Road Name (if any):</b> _____	
<b>Proposed Road Name</b> _____	
<input type="checkbox"/> County Road	<input type="checkbox"/> Public Road
<input type="checkbox"/> Private Road	<b>Township:</b> _____
<b>Range:</b> _____	
<b>Section:</b> _____	
<b>Location of Road or Portion of Road Proposed for Change:</b>	
Beginning of Change (From):_____	
End of Change (To):_____	
<b>Reason for Proposed Change:</b> _____	
_____	
_____	
_____	
<b>Total Number of Properties Effected:</b> _____	

**For County Use Only**

Date Received: \_\_\_\_\_

Application Fee \$550.00 paid ☐ Yes ☐ No

Will Road Require Readdressing: ☐ Yes ☐ No

Listed Property Owners / Tenants Verified: ☐ Yes ☐ No

Percentage Approving: \_\_\_\_\_%

Proposed Road Name Reserved: ☐ Yes ☐ No (if no) Proposed Road Name Approved: ☐ Yes ☐ No

Road Name Change Request: Approved / Denied

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GIS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Road Name Change Canvass Form**

[illegible]